



DEPARTMENT OF THE NAVY

NAVY ENVIRONMENTAL HEALTH CENTER
2510 WALMER AVENUE
NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTHCENINST 12531.1
AS

24 OCT 2001

NAVENVIRHLTHCEN INSTRUCTION 12531.1

Subj: SALARY POLICY FOR APPOINTMENT OF NAVY ENVIRONMENTAL HEALTH
CENTER CIVILIAN EMPLOYEES

Ref: (a) CFR Part 531

1. Purpose. To establish pay setting policies for Federal Civilian employees of the navy Environmental Health Center (NAVENVIRHLTHCEN).
2. Policy. According to the provisions of reference (a), the following pay setting policies apply:
 - a. Lateral Reassignments/Transfers of present federal employees (from other activities) will be made so as to preserve the applicant's current step and salary in accordance with the General Schedule pay rates and the pay scales for the local area. Special Pay rates for high cost areas and specialized skills are not applicable to the NAVENVIRHLTHCEN and will not be matched.
 - b. The pay rate for reinstatement of former federal employees and temporary appointments based on reinstatement eligibility (i.e. leave without pay, spouse placements on Priority Placement Program) will be set at step 3 or the applicant's highest previous rate, which-ever is lower. Placement above step 3 will be examined on a case-by-case basis and will be set in accordance with the needs of NAVENVIRHLTHCEN and availability of funds.
 - c. Changes to lower grades at the employee's request will be made; however, employees pay will be set at the current rate or lower as determined by the Executive Officer.
 - d. On promotion actions, pay regulations will be applied by the Human Resource Office to determine the applicable pay rate.
3. Exceptions. Exceptions to this policy will not be made without the written approval of the Commanding Officer or the Executive Officer.

D. M. SACK

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List I

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